



JOB DESCRIPTION

Job Title: **Administrative & Accounting Specialist**

FLSA Status: Non-exempt

Status: Part-Time (20 hours/week)

Reports to: Executive Director

Revision Date: June 4, 2021

Description of Organization

The Anaheim Community Foundation (ACF) was founded in 1984. As a 501c3 nonprofit public benefit corporation, it is our mission to build community through people, partnerships, and pride by supporting programs and initiatives that enrich the quality of life of Anaheim residents. ACF connects the charitable interests of donors to impact the community through grants, lead community initiatives, grow philanthropy, and be a trusted resource in the community.

Job Overview

Reporting to the Executive Director, the Administrative & Accounting Specialist is responsible for day-to-day tasks within the organization, including Administrative Support (emails, scheduling, minutes); Accounting Support (budget reports, financial statements, ACF funds); and other related tasks as needed. This part-time position provides the opportunity to work virtually with in-office hours as needed.

Essential Duties

Administrative (40%)

- Manage calendar and scheduling for board meetings, committee meetings,
- Provide committee support (minutes, documents)
- Provide support for board meetings (agenda packets, minutes, scheduling)
- Assist with emails, calls, messages, and general communication
- Assist with grant preparations (documents, budgets, attachments)
- Assist with DonorView contact relationship management platform
- Prepare donation forms & thank you letters

Accounting (40%)

- Prepare monthly finance reports for board meetings
- Perform periodic review of budget vs. actual with variance analyses
- Monitor ACF funds, including fiscally-sponsored funds
- Manage support fee agreements and allocation
- Maintain general ledger and other accounting records for financial statements
- Assist in preparation of tax returns
- Provide support to auditors during the annual audit
- Be a liaison with custodial bank and investment advisors

Other (20%)

- Provide support for event planning (virtual and in-person)
- Interface with ACF partners, donors, and city departments
- Provide support to ACF staff and contractors

Qualifications

- Experience: 2-5 years related experience in administrative support, accounting, and/or nonprofit operations
- Education: Bachelor's degree preferred
- Technology skills: Experience using QuickBooks Pro and solid knowledge of Microsoft Office applications. Additional experience using DonorView or other contact relationship management software preferred.
- Organizational skills: Excellent organizational skills and attention to detail. Able to prioritize work effectively and adjust to multiple demands
- Communication skills: Strong interpersonal, verbal and written skills Application Process

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Applicants are required to undergo a background check before being hired. The Foundation is an equal opportunity employer.

Competencies

All employees, in performing their respective tasks and duties, are to perform quality work within the deadlines with or without direct supervision; interact professionally with other employers, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; accepts constructive criticism; ability to interact and work collaboratively and effectively with all types of people and personalities and in all situations; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups and partners.
- **Multi-Tasking** - Ability to handle stressful situations while effectively prioritizing and meeting competing deadlines and maintaining professionalism and composure.
- **Independent Worker** - A self-starter and fast learner who needs limited supervision, but who seeks assistance and instruction when needed, who is reliable and consistently produces excellent results.
- **Flexibility** - Quickly and easily adapts to changing situations.
- **Organizational Skills and Efficiency** - Exhibits ability to successfully track and follow-up on various and high volume of tasks and to efficiently perform tasks with accuracy.